

City of Beavercreek
An Equal Opportunity Employer

Position Title: Construction Inspector

Department: Public Administrative Services

Employment Status: Full-time

FLSA Status: Non-Exempt



Beavercreek

GENERAL NATURE OF WORK: This is a responsible, technical position within the Engineering Division of the Public Administrative Services Department. An employee in this class is responsible for the inspection of a variety of both private and public construction projects within the City of Beavercreek to ensure compliance with accepted Federal, State and City construction standards. Duties are performed under the limited direction of the City Engineer and Assistant City Engineer.

EQUIPMENT/JOB LOCATION: This position requires general knowledge of equipment, including: personal computer, telephone, surveying equipment, measuring equipment, and an automobile. The primary work site is Beavercreek City Hall with field inspections and site visits being required throughout the City. The employee will be required to work outside in most weather conditions and often works around dust, asphalt, concrete and earth moving operations.

ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:

Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in all positions in this class.

- Performs routine technical construction inspection work for street, storm sewer, signalization, street lighting, or other public works projects and programs. Assures compliance with Federal, State, and Local codes, and standards.
- Inspects and approves all phases of public and private construction to assure that the appropriate construction is completed in compliance with the plans, standards, specifications, special requirements, codes and regulations; issues correction notices or approvals as required within scope of authority.
- Inspects to assure compliance with Federal, State, and Local standards for grading, right-of-way, street use, or other permits issued to utility companies, contractors, or property owners.
- The ability to read and interpret plans and specifications and the ability to follow oral and written instructions relative to the construction of a variety of public and private infrastructure improvements.
- Performs all necessary measurements and keeps accurate and complete project construction records.
- Must possess knowledge of standard construction methods and materials requirements for a variety of public improvement projects.
- Exercises the ability to use excellent customer services skills, establishes and maintains effective working relationships with other employees, officials, contractors, utility companies, and members of the general public.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Answers inquiries from other City Departments and/or residents regarding public and private construction projects.
- Serves as a member of survey crew and performs drafting work on an as needed basis.

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- Performs a variety of office duties including copying, preparation of bid documents, preparation of contractor payment forms, and responding to various information requests.
- May act as Prevailing Wage Coordinator.
- Performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Specific Knowledge of computer software programs used for surveying, drainage and CAD operations.
- Knowledge of surveying methods including topographical surveying as well as construction layout experience.
- Knowledge of traffic safety regulations, including familiarity with the requirements of the Ohio Manual of Uniform Traffic Control Devices.
- General knowledge of word processing, spreadsheet and database computer software and other office equipment.
- Good written and oral communication skills.
- Ability to work under the limited direction of the City Engineer and/or Assistant City Engineer.

DESIRABLE TRAINING AND EXPERIENCE:

- Graduation from high school and a minimum of five (5) years of experience in public works construction, or any combination of training and experience which provides the desired knowledge, skills, and abilities.
- Graduation from a two (2) year technical school with a curriculum of Engineering Technology, Construction Management or similar degree, is preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Must maintain a valid Ohio Driver's License.
- Must be in good physical condition, i.e., ability to pass all required physical exams and drug testing as required by the State of Ohio and/or the City of Beavercreek.
- Ability to work other than normal working hours as necessary.

Job Description Approved by:


City Manager

1/11/2021
Date

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

Employee Signature

Date